



City of West Hollywood  
Department of Public Safety

**Request for Proposals (RFP)**  
**Unarmed Security Guard Services**

The City of West Hollywood is seeking a company to provide unarmed security guard services for various locations across West Hollywood including City Hall, public parks and other public facilities. The scope of work for this project is further described in the RFP document available on the City's online bidding portal. The City anticipates entering into an agreement for this work based on a not-to-exceed contract amount.

**Instructions** Interested firms must submit their complete proposals electronically through West Hollywood's Online Bidding Portal by Thursday, March 12, 2020 by 5:00 pm.

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**Schedule** The timing of the proposal's review and selection process is subject to change, depending on the needs of the City, but is anticipated as follows. Please be prepared to interview on the dates shown below.

Request for Proposals Issued	February 12, 2020
Deadline for Questions	February 25, 2020 by 12:00 pm PST
Proposals Due	March 12, 2020 by 5:00 pm PST
Interviews	April 1 & 2, 2020
Notice to Proceed	April/May 2020

**Contact** The City's principal contact for this proposal is Kristin Cook, Public Safety Department, (323) 848-6492, [kcook@weho.org](mailto:kcook@weho.org). Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

**Documents** A complete copy of the RFP can be found on the City's online bidding portal:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

RFP Notices and related documents may be obtained online at:  
<http://www.weho.org/bid>

**Requirements** All bidders will be required to comply with the following two conditions:

- 1) Living Wage Ordinance:** The City of West Hollywood's Living Wage Ordinance shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

2) **Insurance Certificates; Performance and Payment Bonds:** The successful bidder will be required to furnish, within five business days of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond and a Payment Bond, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

BY ORDER OF THE CITY OF WEST HOLLYWOOD

AFFIDAVIT OF POSTING

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County of Los Angeles )

City of West Hollywood )

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: February 12 2020

Signature: Alycia F. Pineda